DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 3500.31E
OP-593F
09 September 1991

OPNAV INSTRUCTION 3500.31E

From: Chief of Naval Operations

Subj: READINESS REPORT ON TRAINING PROGRESS OF COMBAT AIR CREWS

Encl: (1) Instructions for preparing OPNAV 3500-10
        (2) Sample OPNAV 3500/23 (Rev 5/91)

1. Purpose. To revise procedures for Fleet Readiness Squadrons (FRS) to report the progress of readiness training for combat air crews. This instruction is a substantial revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 3500.31D.

3. Policy. Chief of Naval Operations (CNO) established policy is that all organizational components shall provide a continuing analysis of their administrative and operational procedures to ensure maximum efficiency and effectiveness.

4. Objectives. The aim of this report is to provide CNO (OP-05) with current and accurate data pertinent to readiness training. Specifically:

     a. Provide planners with a management tool that will allow tracking and forecasting of load plans.

     b. Provide planners with data to support requested changes in curricula, flight hour budget and allocation of manpower resources.

     c. Provide timely performance monitoring which will allow early identification of resource shortage or excess.

5. Category definitions. The following definitions are designed for budget format standardization. Minor variations in certain communities are acceptable if based upon CNO approved syllabus considerations.

     a. Replacement pilot (RP) and replacement naval flight officer (RNFO) categories; TACAIR (tactical air) squadrons (VF,

VFA, VA, VAW, and VAQ) and ASW (anti-submarine warfare) fixed
wing squadrons (VP and VS).

CAT I -   Complete syllabus (first tour in model, normally
           newly designated RP or RNFO)
CAT II -   Approximately 75 percent of CAT I syllabus
           (second tour in model, current or not current in
           series)
CAT III - Approximately 50 percent of CAT I syllabus
           (prospective carrier air group commander {PCAG},
           prospective commanding officer {PCO},
           prospective executive officer {PXO}, and wing
           staff, current or not current in series)
CAT IV -   Approximately 10 percent of CAT I syllabus
           (miscellaneous navy plant rep office {NAVPRO},
           naval aviation depot {NADEP}, naval air test
           center {NATC})
CAT V -   Varies according to circumstance (Special
           syllabus or foreign students)

b. RP categories: Rotary wing squadrons (HS,HSL,HC,HM).

CAT I -   Complete syllabus (first tour in model, normally
           newly designated RP or RNFO)
CAT II -   Approximately 75 percent of CAT I syllabus
           (second tour in model, current or not current in
           series)
CAT III - Approximately 50 percent of CAT I syllabus
           (subsequent tour in series, normally PCO/PXO,
           Wing Staff, Presidential)
CAT IV -   Approximately 35 percent of CAT I syllabus
           (normally experienced in series, enroute to
           special mission or contract support sites)
CAT V -   Varies according to circumstance (Special
           syllabus or foreign students)

c. Replacement Aircrewman (RAC) Categories

CAT I -   Complete syllabus (first tour in type or model,
           normally in training for initial designation)
CAT II -   Approximately 75 percent of CAT I syllabus
           (normally not current, second tour in series)
CAT III - Approximately 50 percent of CAT I syllabus
           (transition to new series)
CAT IV -   Approximately 45 percent of CAT I syllabus
           (utility aircrewman)
CAT V -   Varies according to circumstance (Special
           syllabus or foreign students)

2

6. Special Instructions. Excessive delays in student progress are a matter of concern. Readiness squadrons must have a system to measure student progress and to determine and report reasons for delays. An addendum sheet may be submitted with the monthly readiness report addressing the commanding officer's problems and concerns regarding production status.

7. Report and Form. The Readiness Training Progress Report is assigned symbol OPNAV 3500-10 and is approved for 3 years from the date of this directive. OPNAV 3500/23 is attached as enclosure (2).

8. Action. FRS Commanding Officers. Submission is required within 5 working days following the end of the month being reported. Enclosure (1) provides detailed instructions for preparation of the report. A sample of the report is provided in enclosure (2). Due to the availability of modem transmission and decreasing demand, forms will be produced by CNO and distributed to type commanders for those squadrons requiring hard copy format. Distribution as follows:

Chief of Naval Operations (OP-593) - Original data via letter or modem.

Chief of Naval Personnel (NMPC-433) - 1 copy

Type commander   - 1 copy

Cognizant functional wing commander - 1 copy

Type wing commander (if applicable) - 1 copy

J. M. MUNNINGHOFF
By Direction

Distribution:
SNDL A5   (Chief of Naval Personnel)
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     42B   (Functional Wing Commanders) (COMHELWINGSLANT,
           COMPATWINGSLANT, COMSTRKFIGHTWINGSLANT,
           COMTACWINGSLANT, (COMASWWINGPAC, COMFITAEWWINGPAC,
           COMLATWINGPAC, COMMATVAQWINGPAC, and
           COMPATWINGSPAC, only)
     42E1 (Type Wing Commander LANT)
     42K   (Attack Squadron (VA)) (VA-42 and VA-128, only)
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     42N   (Air Anti-Submarine Squadron (VS)) (VS-27 and
           VS-41, only)

Distribution (continued)
SNDL   42P   (Patrol Wing and Squadron (VP) (VPU)) (VP-30 and
               VP-31, only)
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               (FLELOGSUPPRON THREE ZERO, only)
       42Q3   (Fleet Logistics Support Wing and Squadron (VR))
               (COMPLELOGSUPPWING, only)
       42U   (Helicopter Combat Support Squadron (HC)) (HC-1,
               HC-3 and HC-16, only)
       42W1   (Helicopter Mine Countermeasures Squadron LANT
               (HM-12, only)
       42Z   (Tactical Electronic Warfare Squadron (VAQ))
               (VAQ-33 and VAQ-129, only)
       42BB   (Helicopter Anti-Submarine Squadron (HS)) (HS-1
               and HS-10, only)
       42CC   (Helicopter Anti-Submarine Squadron, Light (HSL))
               (HSL-30, HSL-31, HSL-40 and HSL-41, only)
       42DD   (Carrier Airborne Early Warning Squadron (VAW))
               (VAW-110 and VAW-120, only)
       42GG   (Strike Fighter Squadron (VFA)) (VFA-106, and
               VFA-125, only)
       46T3   (Attack Training Squadron and Fighter Attack
               Training Squadron (VMAT) and (VMFAT))
       C25A   (OPNAV Support Activity Detachment) (Ft. Ritchie,
               only)
OPS 01, 593 (3)

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Instructions for the completion of Readiness Training Progress
Report.

PAGE 1 OF 2

P-1 INPUT

PLANNED - Total planned yearly input by category as provided in
the annual Fiscal Year Training Requirements letter (load plan)
issued by OP-59.

ACTUAL - Actual monthly input by category. Students in a pool
status are not to be reported as inputs until commencement of
training. Pooled students should be listed on an addendum with
their expected date to commence training.

FISCAL YEAR - Running sum of P-1 ACTUAL.

P-2 ON BOARD

PLANNED - Determined using annual Fiscal Year Training
Requirements letter and planned course length from CNO approved
syllabus. The planned number will include inputs from the
previous fiscal year who are planned to be on board and
graduate in the current fiscal year (FY).

ACTUAL - On board count on the last day of the reported month,
by category. Students graduating on or before the last day of
the month shall be counted as graduates rather than on board.

FISCAL YEAR - Average of P-2 ACTUAL for FY.

P-3 ATTRITES/DELAYS

PLANNED - Leave blank.

ACTUAL - In columns I, and II list the number of RP/RNFO/RAC
attrites by category (CAT I, II only). Reason for attrition
should be included on the addendum. Do not report attrites
until the month they are detached.

- In column III list the average number of days training
delay for CAT I RP/RNFO listed in P-1 ACTUAL. Compute using
the date of designation and the class convening date at the
FRS. For E-2 NFOs use date detached training command vice date
of designation.

- In column IV list the training delays (historic
data) for those CAT I RP/NFOs listed in P-4 ACTUAL. This
figure is used for trend analysis.

FISCAL YEAR - Running sum of P-3 ACTUAL. Column I, II only.

P-4 GRADUATES

PLANNED - Total FY graduates determined using the current and previous year's load plans and the course length from the CNO approved syllabus. Students input in the previous FY who are scheduled to graduate in the current FY will be included. Students input in the current FY who are scheduled to graduate in next FY will not be reported.

ACTUAL - Number of graduates by category for the report month.

FISCAL YEAR - Running sum of P-4 ACTUAL.

P-5 AVERAGE WEEKS ON BOARD/IN COURSE

PLANNED - List track length and course length in weeks from the current CNO approved track.

ACTUAL - Average time on board/in course for all graduates listed in P-4 ACTUAL. Weeks on board will start from initial check in and stop at check out.

- Weeks in course will be the time in weeks spent in the FRS core course from the CNO approved track. Time in course will not include leave, temporary additional duty (TAD), medical or legal hold, nor time not in a flying status.

FISCAL YEAR - Average of P-5 ACTUAL for the FY. If there are no graduates for the month, the average for the previous month will carry over except as the fiscal year changes.

P-6 AVERAGE HOURS PER GRADUATE

PLANNED - Number of "syllabus hours" in the current CNO approved syllabus. "Aircraft hours", which include anticipated overhead flight hours, should not be used.

ACTUAL - Average flight hours for graduates listed in P-4 ACTUAL. Total instructional hours including refly are to be reported.

FISCAL YEAR - Average of P-6 ACTUAL for the FY. If there are no graduates for the reported month the average for the previous month will carry over except as the FY changes.

PAGE 2 OF 2

A-1 ASSIGNED AIRCRAFT

PLANNED - Total number of aircraft by type/model/series as assigned by Deputy Chief of Naval Operations (Air Warfare) and reflected as Primary Aircraft Authorized (PAA) in the required operational capability (ROC) and projected operational environment (POE) for each FRS. Designations should be typed at the head of each column i.e., FA-18A, FA-18B etc.

ACTUAL - Number of aircraft assigned on last day of the month.

FISCAL YEAR - Average of A-1 ACTUAL for FY.

A-2 REPORTING STATUS AIRCRAFT

PLANNED - Number of aircraft planned to be in a reporting status to accomplish the squadron mission, as stated in the FRS POE. This is normally the number assigned minus the number planned to be out of reporting status while assigned to Fleet Readiness Aviation Maintenance Personnel (FRAMP), if any.

ACTUAL - Number of aircraft in reporting status on the last day of the month, by aircraft designation.

FISCAL YEAR - Average of A-2 ACTUAL for FY.

A-3 AIRCRAFT UTILIZATION

PLANNED - Aircraft utilization rates, by type/model/series, as promulgated in the FRS POE.

ACTUAL - Average utilization for the month using the hours from H-11 ACTUAL divided by number of aircraft in A-2 ACTUAL.

FISCAL YEAR - Average of A-3 ACTUAL for FY.

I-1 INSTRUCTORS ON BOARD

PLANNED - Requirement specified in current Squadron Manning Document (SQMD) or Proposed Squadron Manning Document (PSQMD).

ACTUAL - The number of instructors on board the last working day of the reported month, not including Instructors Under Training (IUT).

FISCAL YEAR - Average of I-1 ACTUAL for FY.

I-2 INSTRUCTORS AVAILABLE

PLANNED - Leave blank.

ACTUAL - Average number of instructors available to fly during the month, not including IUT. Instructors on leave, temporary additional duty (TAD), or medically grounded should not be considered as available.

FISCAL YEAR - Average of I-2 for FY.

I-3 INSTRUCTOR FLIGHT HOURS

PLANNED - Leave blank.

ACTUAL - Average total monthly flight hours for each category instructor.

FISCAL YEAR - Average of I-3 ACTUAL.

I-4 IUT ON BOARD

PLANNED - Leave blank.

ACTUAL - Actual number of IUT on board. Instructors qualified to instruct any portion of the flight syllabus should not be reported but should be reflected in I-1.

FISCAL YEAR - Total IUTs reported FY-to-date.

Note The hours reported in the following sections are those hours used in direct support of the CNO load plan. Other flight hours supported by fleet operational funds, contingency funds, or funds programmed for the operational flying of FRSs which have both fleet support and operational missions, shall not be reported if they are used for operational or contingency purposes.

H-1 COMPLETED SYLLABUS HOURS

PLANNED - (RP) Total syllabus flight hours required, derived by multiplying P-1 PLANNED by P-6 PLANNED.

(RNFO/RAC) Total syllabus hours required, derived from multiplying P-1 PLANNED by hours required per student but not reportable under a higher priority. (See priority definition in the following paragraph).

ACTUAL - Total completed syllabus aircraft hours flown during

the month by RP, RNFO, and RAC. An aircraft flight hour can be
flown only in support of one student. When more than one type
of training is conducted on the same flight, the aircraft hours
will be recorded in the following priority: RP/RNFO/RAC, e.g.,
if both RP and RNFO training is accomplished on the same
flight, the hours will only be recorded as RP syllabus hours in
H-1.

FISCAL YEAR - Running sum of H-1 ACTUAL.

H-1A SYLLABUS SUPPORT HOURS

PLANNED - Hours required for direct syllabus support of H-1
PLANNED. Multiply the number of support hours for each
category by the figure in P-1 PLANNED. These hours are
detailed in the approved curriculum and normally include hours
for chase planes, tanker and banner tow etc., flown by
instructors.

ACTUAL - Total monthly hours flown in direct support of
completed syllabus flights.

FISCAL YEAR - Running sum of H-1A ACTUAL.

H-2 INCOMPLETE/ABORT AIRCRAFT HOURS FLOWN

PLANNED - Leave blank.

ACTUAL - Total RP/RNFO/RAC syllabus abort and incomplete flight
hours. Include direct support hours (H-1A) flown in support of
all incomplete/aborted events.

FISCAL YEAR - Running sum of H-2 ACTUAL.

H-3 IUT AIRCRAFT HOURS FLOWN

PLANNED - Leave blank.

ACTUAL - Total instructor under training syllabus hours by
category. Include chase, tanker, banner etc. hours flown in
direct support of IUT syllabus. Do not include standardization
(STAN) or flights for pilots temporarily assigned (STASH);
report these in H-8. Do not include hours flown to warm-up an
IUT prior to induction into the IUT syllabus; report theses in
H-8 also. If RP/RNFO/RAC training occurs on the same flight as
IUT training, the flight will be recorded under H-1 or H-1A
only.

FISCAL YEAR - Running sum of H-3 ACTUAL.

H-4 FERRY HOURS

PLANNED - Leave blank.

ACTUAL - Total aircraft ferry flight hours flown. Ferry flights are normally associated with aircraft transfers or delivery to depot level maintenance. Flights enroute to training detachments that do not also satisfy a syllabus sortie will be recorded in H-7. Do not report ferry flight hours reimbursed from TYCOM operational funds or other sources.

FISCAL YEAR - Running sum of H-4 ACTUAL.

H-5 TEST HOURS

PLANNED - Leave blank.

ACTUAL - Total aircraft functional check hours flown. Hours flown in support of Research Development Test & Evaluation (RDT&E) projects will be reported in H-6.

FISCAL YEAR - Running sum of H-5 ACTUAL.

H-6 SERVICE HOURS

PLANNED - Leave blank.

ACTUAL - Total aircraft hours flown in service to fleet, RDT&E, SAR or drug interdiction units.

FISCAL YEAR - Running sum of H-6 ACTUAL.

H-7 LOGISTIC HOURS

PLANNED - Leave blank.

ACTUAL - Total flight hours flown for logistics, administrative flights, detachment support, etc.

FISCAL YEAR - Running sum of H-7 ACTUAL.

H-8 STAN/STASH HOURS

PLANNED - Leave blank.

ACTUAL - Total aircraft hours flown for STAN/STASH. Include flights required to maintain, reestablish instructor currency. Student NATOPS evaluations that are a part of the syllabus will be reported under H-1.

Enclosure (1)   6

FISCAL YEAR - Running sum of H-8 ACTUAL.

H-9 OVERHEAD HOURS

PLANNED - Total FY allocated overhead hours derived by multiplying sum of all columns in H-1 and H-1A PLANNED by H-10 PLANNED.

ACTUAL - Monthly overhead derived by summing H-2 ACTUAL through H-8 ACTUAL.

FISCAL YEAR - Running sum of H-9 ACTUAL.

H-10 OVERHEAD PERCENTAGE

PLANNED - Overhead allowance percentage from CNO approved syllabus.

ACTUAL - H-9 ACTUAL divided by the sum of all columns H-1 and H-1A ACTUAL.

FISCAL YEAR - H-9 FISCAL YEAR divided by the sum of all columns H-1 and H-1A FISCAL YEAR.

H-11 TOTAL FLIGHT HOURS

PLANNED - Sum of all categories H-1 and H-1A PLANNED plus H-9 PLANNED.

ACTUAL- Sum of all categories H-1 and H-1A ACTUAL plus H-9 ACTUAL.

FISCAL YEAR - Running sum of H-11 ACTUAL.

READINESS
OF.   INING PROGRESS REPORT
3500/23 (REV 5-91)
(Previous editions unusable)

SQUADRON _____

MONTH _____ YEAR _____

SAMPLE

Top form

	P-1 INPUT					P-2 ON BOARD					P-3 ATTRITES/DELAYS				NOT USED	(For Future Use)				
CATEGORY	I	II	III	IV	V	I	II	III	IV	V	I	II	III	IV		I	II	III	IV	V
RP																				
PLANNED																				
ACTUAL																				
FISCAL YR																				
RNFO																				
PLANNED																				
ACTUAL																				
FISCAL YR																				
RAC																				
PLANNED																				
ACTUAL																				
FISCAL YR																				

Bottom form

	P-4 GRADUATES					P-5 BOARD/IN COURSE					P-6 AVG HOURS PER GRAD				
CATEGORY	I	II	III	IV	V	I	II	III	IV	V	I	II	III	IV	V
RP															
PLANNED															
ACTUAL															
FISCAL YR															
RNFO															
PLANNED															
ACTUAL															
FISCAL YR															
RAC															
PLANNED															
ACTUAL															
FISCAL YR															

READINESS TRAINING PROGRESS REPORT
OPNAV 3500/23 (REV 5-91)
(Previous editions unusable)

REPORT SYMBOL OPNAV 3500-10

SQUADRON _____

MONTH _____ YEAR _____

A-1 • ASSIGNED AIRCRAFT | A-2 • AIRCRAFT IN REPORTING STATUS | A-3 • AIRCRAFT UTILIZATION | (For Future Use)

MODEL							
PLANNED							
ACTUAL							
FISCAL YR							

I-1 • INSTRUCTORS ON BOARD | I-2 • INSTRUCTORS AVAILABLE | I-3 • INSTRUCTOR FLIGHT HOURS | I-4 • IUT ON BOARD

	IP	INFO	IAC	IP	INFO	IAC	IP	INFO	IAC	IP	INFO	IAC
PLANNED												
ACTUAL												
FISCAL YR												

H-1 • COMPLETED SYLLABUS HOURS | H-1A • SYLLABUS SUPPORT HOURS | H-2 • INCOM... HOURS | (For Future Use)

	RP	RNFO	RAC	RP	RNFO	RAC	RP	RNFO	RAC	IACUT	
MODEL											
PLANNED											
ACTUAL											
FISCAL YR											

	H-4 FERRY	H-5 TEST	H-6 SERVICE	LOGISTICS	H-8 STAN/STASH	H-9 OVERHEAD HOURS	H-10 OVERHEAD %	H-11 TOTAL HOURS
PLANNED								
ACTUAL								
FISCAL YR								

SAMPLE

2

Enclosure (2)